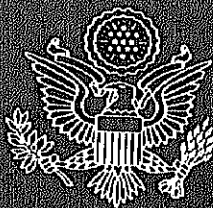


Student Intern Program

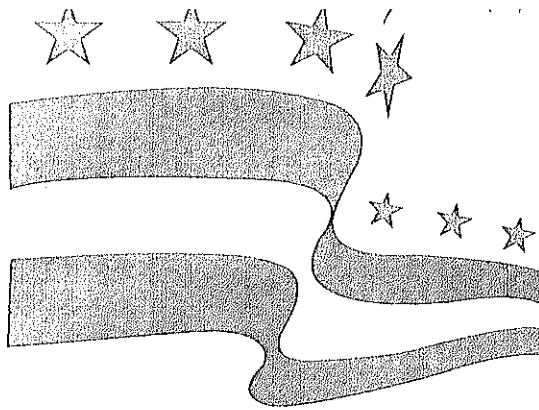


United States Department of State

DEPARTMENT OF STATE PUBLICATION 9910

Bureau of Personnel

Revised September 1991



Student Intern Program



United States Department of State

INTRODUCTION

The U.S. Department of State is responsible for administering U.S. foreign policy and for maintaining diplomatic relations throughout the world. Headquartered in Washington, D.C., with more than 240 Embassies and Consulates abroad, the Department stretches across the world to over 140 countries.

The Department of State and its constituent bureaus and offices in the Washington, D.C. area annually sponsor various internships (both domestic and overseas), in which a limited number of highly qualified college or university junior, senior, and graduate students have the opportunity to gain firsthand knowledge of American foreign affairs. The objectives of these intern programs are twofold: to encourage students to consider careers in foreign affairs and to aid the Department in fulfilling its mission. These internships are considered to be an adjunct to an applicant's education and, therefore, are open only to currently enrolled students who are taking at least one-half of a full-time academic workload, and who will be returning to continue their education immediately upon completion of their internships.

The Department hires two types of interns:

- Unpaid Interns, who serve for one semester or quarter during the academic year, or 10 weeks during summer.
- Paid Interns (when funds are available), who serve for one semester or quarter during the academic year, or 10 weeks during the summer.

Most internships are in Washington, D.C., but some openings occur each year for interns to serve abroad.

Depending upon the needs of the Department, interns are assigned junior-level professional duties, which may include areas such as research, report writing, correspondence, computer sciences, analysis of international issues, financial management, intelligence, security, and assistance in cases related to domestic and international law.

In accordance with the Federal Equal Opportunity Recruitment Program (FEORP), which is designed to improve the representativeness of the Federal Government workforce, the Department particularly encourages eligible women and minority students with an interest in foreign affairs to apply for internships.

The Department of State sponsors a limited number of paid summer internships for members of minority groups identified under Title VII of the Civil Rights Act of 1964, as amended. Applicants must meet basic eligibility requirements and follow the instructions under "How to Apply" later in this brochure.

BASIC ELIGIBILITY REQUIREMENTS

To be eligible for an internship, an applicant must:

- Be a continuing college or university junior, senior, or graduate student. An applicant is considered a junior if he or she has completed all sophomore credits (60 semester hours or 90 quarter hours) by the time the internship has begun and will be entering the junior year immediately following completion of the internship;
- Be a U.S. citizen;
- Have completed some academic studies relevant to the type of work he/she wishes to perform in the Department; and
- Be able to pass a background investigation.

Note: Students with "B" or better scholastic averages will be given preference for internships.

UNPAID INTERNSHIPS

Interns usually serve for one semester or quarter during the academic year, or approximately 10 weeks during the summer period, and are expected to work a

40-hour week. When applying, indicate the period during which you prefer to be an intern and carefully follow the instructions under "How to Apply" in this brochure.

The U.S. Government defrays none of the intern's expenses associated with the internship. Many educational institutions give academic credit for successful completion of an internship.

Unpaid interns are considered volunteers and, as such, are not Federal Government employees, except for two purposes. An unpaid intern is protected against job-related injuries and comes under the laws related to the Tort Claims Act. Service performed by unpaid interns is not creditable for leave accrual or any other employee benefits such as retirement, subsistence expenses, quarters, or travel.

PAID INTERNSHIPS

Candidates selected for the Program will be appointed to positions at the GS-4 through GS-7 grade levels, based upon their individual qualifications and availability of funds.

► Education Requirements

GS-4: 2 or more years of college or university studies or appropriate experience;

GS-5: 4 years of college or university studies or appropriate experience;

GS-7: 4 years of college or university studies, plus 1 year of graduate work, or a combination of 5 years of experience and appropriate education.

► Benefits

A paid intern receives a temporary appointment as a Federal Government employee. If the appointment is for 90 days or more, the intern earns annual leave at the rate of 4 hours per biweekly pay period and 4 hours of sick leave per biweekly pay period. Paid interns also participate in the Social Security Retirement System.

HOW TO APPLY FOR AN INTERNSHIP

All applicants must submit:

1. A completed Standard Form SF-171 (Personal Qualifications Statement). Indicate the bureau or offices in which you are interested in item 1 of the SF-171. You will receive consideration for no more than two bureaus or offices. A separate, complete application package must be submitted for each bureau or office of interest up to the maximum of two. Photocopies are acceptable with original signatures. Indicate the type of internship (paid or unpaid) after each bureau or office listed. SF-171s are available at most government offices or post offices, or may be obtained by writing the Intern Coordinator, P.O. Box 9317, Arlington, VA 22219.
2. A copy of college or university transcripts.
3. A 500-750-word autobiography, which includes a statement of the applicant's objective in seeking an internship and discusses relevant studies and involvement in area issues.
4. A Standard Form 1386 (Background Survey Questionnaire 79-2) and Standard Form 256 (Self-identification of Handicap).

All forms may be obtained at most government offices or by writing the Intern Coordinator, P.O. Box 9317, Arlington, VA 22219.

To assure that your candidacy receives full consideration, a complete package with all required documents and signatures must be submitted by the deadlines shown in the following section.

If you are applying for an internship after receiving an undergraduate or graduate degree, you must indicate that you will be continuing your studies in the semester or quarter immediately following your internship. If this is not indicated, it will be assumed that you are not a continuing student, and your application will not be considered for an internship.

DEADLINES

The deadlines for receipt of internship applications are the following:

Summer Internship—November 1

Fall Internship—March 1

Spring Internship—July 1

Application packages received after the relevant deadline will not be accepted.

NOTIFICATION OF ACCEPTANCE

The Office of Recruitment, Employment, and Examination will inform the applicant of initial acceptance for an internship. It is vital that the forms required for background investigation be completed and returned as soon as possible. Final acceptance into the intern program cannot take place until the background investigation has been completed, the information evaluated, and a security clearance issued. Candidates should not make firm travel plans, arrangements for housing, etc., until the security clearance has been issued.

Completed forms should be mailed to:

Intern Coordinator
U.S. Department of State
P.O. Box 9317
Arlington, VA 22219

BUREAUS AND OFFICES THAT HAVE INTERN POSITIONS

Bureau of Administration

- Provides domestic and worldwide support services for the Department of State to effectively plan and conduct foreign policy;
- Constructs and maintains offices and residences overseas and offices in the Washington, D.C. metropolitan area;
- Provides safety, occupational health, language services, and a wide range of administrative services.

Interns will be selected from applicants majoring in architecture, engineering (mechanical, chemical, civil, electrical, environmental, and sanitary), contracting, procurement, business, economics, natural sciences, industrial hygiene, translating and interpreting, computer science, finance, accounting, and human resources management.

Paid and unpaid internships are available in Washington, D.C. throughout the year.

Bureau of African Affairs

- Conducts U.S. foreign relations with the countries in sub-Saharan Africa;
- Directs, coordinates, and supervises U.S. Government activities within those countries.

Paid internships during the summer are offered abroad only to graduate student applicants with a B average or above. Selections will be made from among applicants pursuing degrees in political science, international relations, African studies, economics, government, or other closely related subjects.

Unpaid and paid internships are available for both graduate and undergraduate students in Washington, D.C. throughout the year.

Art Bank Program

- Acquires, exhibits, and maintains a collection of 1,400 limited edition prints and original works on paper by American artists;
- Exhibits these works in 900 offices in the Department of State, the Arms Control and Disarmament Agency, and the Agency for International Development.

This program selects fourth-year undergraduate students majoring in art history or art studio and prefers graduate students in art history or print-making.

Unpaid internships are available in Washington, D.C. throughout the calendar year.

Art in Embassies Program

- Enhances the communication of American values and cultural diversity through the display of American art at overseas posts;
- Administers loans and donations of American works of art from the public and private sectors;
- Provides works of art for residences of ambassadors and principal representatives to UN Agencies in New York and overseas.

Selection of applicants is based on their demonstrated appreciation of art, cultural diversity, and international diplomacy and/or experience or education in visual arts/art history.

Unpaid and paid internships are available in Washington, D.C. throughout the year.

Bureau of Consular Affairs

- Directs consular services relating to the protection, assistance, and documentation of American citizens abroad;

- Conducts all passport activities, including documentation and control of travel of U.S. citizens and nationals;
- Administers laws, formulates regulations, and implements policies relating to the determination of U.S. citizenship and nationality;
- Oversees the issuance of immigrant and nonimmigrant visas to the United States by Consular Officers, as governed by the Immigration and Nationality Act.

Paid internships are available in Washington, D.C. for the summer months only.

Bureau of Diplomatic Security

- Investigates passport and visa fraud;
- Conducts personnel security investigations;
- Issues security clearances;
- Protects the Secretary of State and certain foreign dignitaries and officials;
- Provides physical and technical security for every U.S. Embassy and Consulate abroad;
- Is responsible for counterterrorism initiatives, security engineering, building and construction security, diplomatic courier service, and security training.

Applicants pursuing degrees in criminal justice, history, government, or other related fields are preferred.

There are also engineering internships offered to college juniors and seniors who are pursuing a degree in electronics or electrical engineering, computer science, or mechanical engineering.

Unpaid internships are available in Washington, D.C. throughout the year.

Bureau of East Asian and Pacific Affairs

- Conducts U.S. foreign relations with countries in the East Asian and Pacific region;
- Directs, coordinates, and supervises U.S. Government activities within those countries.

Selections will be made from among applicants pursuing degrees in East Asian Studies, political science, international relations, economics, business, or other closely related subjects.

Unpaid internships are available to graduate and post-graduate students in Washington, D.C. and abroad at certain posts only during the summer. Interns stationed overseas are assigned primarily to the political and economic sections, with some housing provided.

Bureau of Economic and Business Affairs

- Develops and implements U.S. international economic policy relevant to protecting and advancing U.S. economic, political, and security interests.
- Pursues objectives by managing of bilateral and multilateral relationships in the areas of trade, energy, transportation, communications, finance, and food resources policy.

Unpaid internships are available in Washington, D.C. throughout the year.

Bureau of European and Canadian Affairs

- Conducts U.S. foreign relations with countries in Europe and Canada;
- Directs, coordinates, and supervises U.S. Government activities within these regions.

Internships are offered to applicants pursuing degrees in political science and/or regional languages of the area or other closely related fields. Interns will be involved in research, analysis, and reporting on a wide range of topics of significance to the regions.

Unpaid internships are available in Washington, D.C. and abroad at certain U.S. Embassies and Consulates in Europe and Canada in the fall, spring, and summer.

Family Liaison Office

- Responds to the needs of Foreign Service families in the areas of employment and education through the development of programs and the provision of client services;
- Monitors the Community Liaison Office program at 153 posts worldwide;
- Assists families experiencing crises, whether personal or the result of natural or political disasters;
- Communicates concerns of the Foreign Service community to Management.

Interns will work on special projects in one or more of the above areas.

Unpaid internships are available in Washington, D.C. during the summer.

Bureau of Finance and Management Policy

- Manages the financial affairs of the Department;
- Budgets and allocates the resources of the Department;
- Formulates, directs, and advises on all matters relating to the financial management systems of the Department;
- Directs the Department's worldwide financial reporting and accounting programs;
- Directs and implements the management policy of the Department.

Selections will be made from applicants pursuing degrees in accounting, information systems, economics, public administration, mathematics, and computer science.

Paid and unpaid internships are available in Washington, D.C. throughout the year.

Office of Foreign Mission

- Facilitates the secure and efficient operation in the United States of foreign missions and public international organizations;
- Assists in obtaining appropriate benefits, privileges, and immunities for those missions and organizations;
- Assists in regulating the observance of corresponding obligations in accordance with international law.

Unpaid internships are available in Washington, D.C. throughout the year.

Foreign Service Institute

- Trains Department of State and other U.S. Government agency employees involved in foreign affairs;
- Encourages research and other studies of new and developing areas of foreign policy concerns;
- Provides intensive instruction in approximately 49 languages;
- Offers a variety of area studies courses that familiarize Foreign Service personnel in the specific geographic/cultural area to which they will be assigned;
- Assists personnel and their families going to or returning from overseas assignments in the special circumstances involving cross-cultural movement, lifestyle adaptation, and adjustment/readjustment;
- Provides programming on administrative, consular, economic, commercial, political, and supervisory skills.

Selection will be made among applicants pursuing degrees in political science, international relations, foreign affairs, language, linguistics, and other related fields.

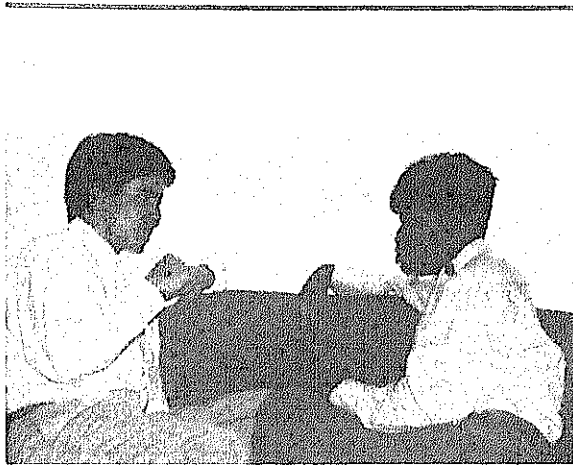
Unpaid internships are available in Washington, D.C. throughout the year.



Interns sharing their summer experiences at the Farewell Party.



Edward J. Perkins, Director General of the Foreign Service and Director of Personnel, greets incoming 1991 Summer Interns at the Welcome Ceremony.



Perry Shankle, Director, Office of Recruitment, Examination and Employment, presents Interns with Certificates of Appreciation.

Bureau of Human Rights and Humanitarian Affairs

- Reviews all matters pertaining to human rights in the conduct of foreign policy, including foreign aid;
- Follows the activities of international and nongovernmental human rights organizations;
- Reviews political asylum requests;
- Maintains contact with members of the U.S. Congress as well as foreign government officials.

Interns work closely with office directors on special projects and cases in the area most beneficial to the intern and the bureau.

Unpaid internships are available in Washington, D.C. throughout the year.

Office of Information Management

- Provides communication and information systems support and development for the entire foreign affairs community.

Internships are offered to students pursuing a degree in computer science, communications, mathematics, statistics, public administration, finance, or personnel management.

Paid internships are available in Washington, D.C. throughout the year.

Office of Inspector General

- Provides policy direction for and conducts, supervises, and coordinates objective, independent audits, investigations, inspections, and security oversight reviews relating to the programs and operations of the Department;
 - Systematically reviews and evaluates the administration of activities and operations of Foreign Service posts, Bureaus, and other operating units of the Department;

- Ensures that policy goals and objectives are being effectively achieved and the interests of the United States are being accurately and effectively represented.

Paid internships are available in Washington, D.C.; also, the General Counsel in the Office of the Inspector General has internships for second-year law students.

Bureau of Intelligence and Research

- Directs the Department's program of policy-oriented analysis and research;
- Conducts liaison with the intelligence community;
- Represents the Department on interdepartmental intelligence groups and committees.

The offices in this Bureau are parallel to the Department's regional bureaus, the Bureau of Politico-Military Affairs, and the Bureau of Economic and Business Affairs. The Office of the Geographer welcomes candidates who have studied geography. Applicants for this bureau are asked to send a 3-10-page research paper, preferably subject related to international affairs/political science.

Unpaid internships are offered in Washington, D.C. throughout the year.

Bureau of Inter-

- Conducts foreign relations in Central and South America
- Directs, coordinates, and supervises Government activities with

Selections will be made for individuals pursuing degrees in political science, Latin American studies, economics, or other closely related fields.

Unpaid internships are available in Washington, D.C. throughout the year and abroad at certain U.S. Embassies and Consulates during the summer only.

Bureau of International Communications and Information Policy

- Coordinates development and implementation of policy in international telecommunications, both bilaterally and with multilateral organizations;
- Maintains extensive contacts with Congress;
- Works closely with officials in other agencies of the executive branch, the Federal Communications Commission, foreign governments, and international organizations.

Unpaid internships are available in Washington, D.C. throughout the year.

Bureau of International Narcotics Matters

- Plans, implements, and oversees international narcotics control activities;
- Provides programmatic direction to U.S. missions abroad;
- Negotiates cooperative agreements with foreign governments;
- Represents the United States at the United Nations;
- Works closely with other government agencies on domestic drug issues.

Intern projects will include: monitoring the narcotics control programs in South America, the Caribbean, Central America, Mexico, Asia, or Africa; reporting on narcotics activities; and researching and analyzing narcotics trafficking profiles. Proficiency in Spanish is desirable.

Unpaid internships are offered in Washington, D.C. during the summer only.

Bureau of International Organization Affairs

- Provides guidance for U.S. participation in international organizations and conferences;
- Acts as the channel between the U.S. Government and international organizations.

Applicants for this Bureau are requested to submit a statement on college or university letterhead from their faculty adviser stating that they will receive credit for the internship.

Unpaid internships are offered throughout the year in Washington, D.C. and are occasionally available at overseas missions.

Office of the Legal Adviser

- Furnishes legal advice on all domestic and international legal problems arising in the course of the Department's activities;
- Is involved in formulating and carrying out the foreign policy of the United States;
- Is involved in the promoting and developing of international law and institutions as a fundamental element of that policy.

Internships are offered to applicants who are at least second-year law students. Work-Study Internships are available for the fall and spring semesters for second-year students and in the fall for third-year students.

If you are a second-year law student applying for a summer internship or if you are applying for the Work-Study Program with the Office of the Legal Adviser, you must submit a resume and a copy of your law school transcript. November 1 is the deadline for the Summer Internship Program and the Fall Work-Study Internship. March 1 is the deadline for the Spring Work-Study Internship for second-year students only.

Bureau of Legislative Affairs

- Supervises and coordinates all legislative and liaison activities between the Department and the Congress and the Department and the Office of Management and Budget, except on fiscal and operational matters;
- Conducts liaison activities between the Department and state and local governments.

Unpaid internships are available in Washington, D.C. throughout the year.

Bureau of Near Eastern and South Asian Affairs

- Conducts U.S. foreign relations with countries reaching from Morocco to Nepal;
- Directs, coordinates, and supervises U.S. Government activities within those countries.

Selections will be made from among applicants pursuing degrees in political science, international relations, economics, business, and/or languages of the region.

Unpaid internships are available in Washington, D.C. throughout the year and abroad at U.S. Embassies and Consulates in the region only during the summer. Overseas posts provide housing at no cost to the interns.

Bureau of Oceans and International Environmental and Scientific Affairs

- Formulates and implements policies and proposals relating to the scientific and technological aspects of U.S. foreign policy;

- Handles population matters, global climate change and other international affairs, nuclear energy matters, ocean uses, bilateral and multilateral agreements, and outer space issues.

Paid and unpaid internships are available in Washington, D.C. throughout the year.

Bureau of Personnel

- Develops and administers personnel policies and procedures of the Department;
- Carries out recruitment, examination, evaluation, assignment, career development, and retirement programs for both the Foreign Service and the Civil Service;
- Coordinates the Department's student employment programs.

Paid and unpaid internships are available in Washington, D.C. throughout the year.

Policy Planning Staff

- Provides analysis, review, and advice for the Department on policy matters;
- Recommends alternative courses of action on major ongoing and prospective policy issues, the interrelationship between issues, and the strategic or longer term consequences of actions.

Unpaid internships are available in Washington, D.C. throughout the year.

Bureau of Politico-Military Affairs

- Advises in the development of policies relating to the national security of the United States;
- Advises in the development of policies arising from U.S. military activities affecting foreign relations.

Selections will be made from among applicants pursuing degrees in political science, international relations, government, public affairs, and economics. Additionally, coursework in any of the following is desirable: international security studies, arms control, nuclear weapons strategy, congressional relations, and Western European political/security issues.

Unpaid internships are available in Washington, D.C. throughout the year.

Office of the Chief of Protocol

- Provides the President and the Secretary of State with advice on fulfilling the government's obligation relating to national and international protocol;
- Plans, arranges, and executes programs for visiting chiefs of state and heads of government, foreign ministers, and other high officials;
- Coordinates with the White House on the presentation of credentials of foreign ambassadors to the President;
- Accredits foreign ambassadors and other diplomatic and consular officers;
- Registers employees of foreign governments and determines their eligibility for rights and immunities;
- Manages the operation of Blair House;
- Plans and executes arrangements for official functions hosted by the Secretary of State.

Unpaid internships are available in Washington, D.C. during the summer to students in their junior or senior year of study.

Bureau of Public Affairs

- Develops and executes all public information policies and programs for the Department;
- Places interns in the Office of Public Communications, Office of Public Liaison, Office of Press Affairs Staff, or the Executive Staff.

Selections are generally made from among applicants pursuing degrees in public communications, public relations, journalism, history, political science, international relations, public diplomacy, or other related fields.

Unpaid internships are available in Washington, D.C. throughout the year.

Bureau of Refugee Programs

- Plans, develops, manages, and evaluates programs for the care and maintenance of refugees in camps;
- Selects and processes those refugees seeking to be admitted to the United States and facilitates their transportation to this country;
- Plans, develops, manages, and evaluates grants to voluntary agencies for helping process the resettled refugees.

Unpaid internships are available in Washington, D.C. during the summer only.

Student Intern Program at a Glance

Bureau/Office	Page	When	Where	Paid(P)/Unpaid(U)
Administration	6	All Year	Wash., D.C.	P,U
African Affairs	6	All Year	Wash., D.C.	P,U
Art Bank	7	Summer	Overseas	P
Art in Embassies	7	All Year	Wash., D.C.	U
Consular Affairs	7	All Year	Wash., D.C.	P,U
Diplomatic Security	8	Summer	Wash., D.C.	P
East Asian & Pacific Affairs	8	All Year	Wash., D.C.	U
Economic & Business	8	Summer	Wash., D.C.	U
European & Canadian Affairs	9	Summer	Overseas	U
Family Liaison	9	All Year	Wash., D.C.	U
Finance & Management	10	All Year	Wash., D.C.	U
Foreign Missions	10	Summer	Overseas	U
Foreign Service Institute	11	All Year	Wash., D.C.	P,U
Human Rights	11	All Year	Wash., D.C.	U
Information Management	14	All Year	Wash., D.C.	U
	14	All Year	Wash., D.C.	P

Inspector General	14	All Year	Wash., D.C.	P
Intelligence & Research	15	All Year	Wash., D.C.	U
Inter-American Affairs	15	All Year	Wash., D.C.	U
		Summer	Overseas	U
International Communications	16	All Year	Wash., D.C.	U
International Narcotics Matters	16	Summer	Wash., D.C.	U
International		All Year	Wash., D.C.	U
Organization Affairs	17	All Year	Overseas	U
Legal Adviser *	17	All Year	Wash., D.C.	U
Legislative Affairs	18	All year	Wash., D.C.	U
Near Eastern & S Asian		All Year	Wash., D.C.	U
Affairs	18	Summer	Overseas	U
Oceans, Environmental &		All Year	Wash., D.C.	P, U
Scientific Affairs	18			
Personnel	19	All Year	Wash., D.C.	P, U
Policy Planning Staff	19	All Year	Wash., D.C.	U
Politico-Military Affairs	19	All Year	Wash., D.C.	U
Protocol	20	Summer	Wash., D.C.	U
Public Affairs	21	All Year	Wash., D.C.	U
Refugee Programs	21	Summer	Wash., D.C.	U

* Special Requirements

Notes

Notes